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#### Contract Database Metadata Elements

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GEN/6421

**AGREEMENT**

**WARRENSBURG CENTRAL SCHOOL DISTRICT  
SUPERINTENDENT OF SCHOOLS**

**AND THE**

**CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.  
LOCAL 1000, AFSCME, AFL-CIO**

**FOR THE**

**WARRENSBURG CENTRAL SCHOOL DISTRICT UNIT**

**WARREN COUNTY LOCAL #857**

**JULY 1, 2006 – JUNE 30, 2010**

**RECEIVED**

**MAY 24 2007**

**NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD**

**Approx. 90  
EMPLOYEES**

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## **ARTICLE I / PREAMBLE**

**Section 1** The Board of Education, the Civil Service Employee association, and Superintendent of Schools of the Warrensburg Central School District enter into the following Agreement, under conditions of mutual respect for the rights, privileges, and responsibilities of all parties, in order to ensure the provisions of Chapter 392 of the Laws of 1967 (The Public Employees' Fair Employment Act). It is the purpose and intent of this Agreement to provide a fair and cooperative working relationship between the Superintendent of Schools of the Warrensburg Central School District and its support staff represented by the Civil Service Employees Association. This document represents a joint effort to provide a quality education for the children of the District and governs the terms and conditions of employment of the School District. It is understood that the final responsibility for policy and this Agreement rest with the Board of Education. In consideration of the mutual covenants contained herein, and so that the cause of public education may be best served in Warrensburg, New York; this Agreement is made and entered into this 1<sup>st</sup> day of July, 2006.

**Section 2** It is agreed by and between the parties that any provision of this Agreement requiring legislature action to permit its implementation by amendment of law or by providing the additional funds therefore shall not become effective until the appropriate legislature body has given its approval.

## **ARTICLE II / RECOGNITION**

**Section 1** Pursuant to the NYS Taylor Law, the employer recognizes the Civil Service Employees Association, Inc. as the sole and exclusive representative for all employees defined in the bargaining unit for the purpose of collective negotiations to determine compensation benefits, terms and conditions of employment, and the administration of grievances for the term of this Agreement/

**Section 2** The Civil Service Employees Association, Inc. affirms that it does not assert the right to strike against the Employer, and shall not cause, instigate, encourage, or condone a strike.

## **ARTICLE III / COLLECTIVE BARGAINING UNIT**

**Section 1** *INCLUDED:* Instructional Support Staff including Teaching Assistants and Interpreters and non-teaching employees including Teacher Aides, School Security Monitors, Print Room Attendant, District Learning Attendant, Food Service Maintenance, Transportation, Personnel, Clerical Personnel, Cleaners, Driver / Mechanics, Trip Drivers, Bus Aides, Deputy RMO/Clerk, Attendance Clerk, and Groundskeeper.

### **ARTICLE III / COLLECTIVE BARGAINING UNIT (CONTINUED)**

**Section 2**     *EXCLUDED:* Board Clerk, School District Administrators, Senior Account Clerk in Business Office, Treasurer, Tax Collector, Physician, Cook / Manager, Clerical Employees in Central Office, Registered Nurses, and Licensed Practical Nurses. Also excluded are the Head Bus Mechanic (Transportation Supervisor) and the Custodial Supervisor(s).

**Section 3**     On the effective date of this Agreement, the Employer shall supply to the Unit a list of all employees within the bargaining unit showing the employee's full name, home address, telephone number, job title, work location, membership status, salary, and first date of employment. Such information shall be provided to the unit on a semi-annual basis.

**Section 4**     The union and its designated agents shall have the sole and exclusive right to access members of the bargaining unit during working hours to administer this Agreement and to explain Civil Service Employees Association, Inc. sponsored benefits and programs.

**Section 5**     Members of the bargaining unit who are elected or appointed officials of the C.S.E.A., Inc., shall have the right to leave, without charge to accumulated credits, for the conduct of union business for up to three (3) days per year.

### **ARTICLE IV / DUES DEDUCTIONS / AGENCY SHOP**

**Section 1**     The employer shall deduct from the wages of employees and remit to the *Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210*, regular membership dues and premiums for the basic life insurance, accident and sickness insurance and Master plan insurance for those employees who have signed the appropriate payroll deduction authorization permitting such deduction. The employer agrees to deduct and remit such monies exclusively for the C.S.E.A., Inc., as the recognized bargaining agent for the employees in this Unit.

**Section 2**     Agency Shop: Employees covered by this Agreement shall be required to pay Agency Shop Fees. (Addendum from 1997-2002 Contract)

### **ARTICLE V / PAST PRACTICES**

This Agreement shall supersede existing rules, regulations or practices except as provided below:

## **ARTICLE V / PAST PRACTICES (CONTINUED)**

With respect to matters not covered by this Agreement, the employee will not seek to diminish, during the term of this Agreement, any benefit or privilege for employees provided by law, rule or regulation without prior notice to the Association unless agreed to by the employees. Employees agree to cooperate in emergencies and every effort will be made to resolve the emergency within ninety (90) calendar days.

**Board Minutes:** The Board of Education minutes will be provided to the C.S.E.A. in the same manner as the Warrensburg Teacher's Association. (Addendum from 1997-2002)

## **ARTICLE VI / SAVINGS CLAUSE**

**Section 1** If any Article or part thereof of this Agreement or any addition hereto should be decided as in violation of any Federal, State or Local Law, or adherence to or enforcement of any Article or part thereof should be restrained by a court of law, the remaining Articles of this Agreement or any addition thereto shall not be affected.

**Section 2** If a determination or decision is made as per Section 1 of this Article, the original parties to this Agreement shall convene immediately for the purpose of negotiating a satisfactory replacement for such Article or part thereof.

**Section 3** If, for any reason, a Successor Agreement is not reached by July 1<sup>st</sup>, then this Agreement shall continue in full force and effect until such time as a Successor Agreement is reached.

## **ARTICLE VII / OVERTIME**

**Section 1** The employer agrees that any employee required to exceed a forty (40) hour work week be paid at a rate of pay of time and one-half the employee's regular hourly rate.

**Section 2** Employees working on Saturdays and/or Sundays shall receive time and one-half compensation for all hours worked.

**Section 3** All overtime will be assigned on a rotating schedule. Overtime will be assigned as equally as possible so that all employees share in the overtime on an equitable basis.

## **ARTICLE VIII / HOLIDAYS**

**Section 1 (a)** All twelve (12) month employees shall receive thirteen (13) paid holidays per year. Any employees having to work on a holiday shall receive their regular pay plus holiday pay.

**Section 1 (b)** All ten (10) month employees shall be paid for all those holidays that fall within their work year, including Labor Day. Any employee having to work on a holiday shall receive their regular pay plus holiday pay.

**Section 2** Holidays to be observed are as follows:

Labor Day	Columbus Day	Veteran's Day
Day before Thanksgiving	Thanksgiving	Day after Thanksgiving
Christmas Day	New Year's Day	Martin Luther King's Birthday
Washington's Birthday	Good Friday	Memorial Day
Independence Day		

**Section 3** Each employee covered under this Agreement shall receive two (2) additional paid holidays over and above those listed in Section 2 of this Article during each year contract. The two (2) additional paid holidays shall be taken during Christmas / New Year's recess period. The parties to this Agreement in accordance with the school calendar prior to August 1<sup>st</sup> of each year shall work such paid holidays out.

**Section 4** If during the course of the school year, a holiday(s) should fall on a Saturday, the preceding Friday will be observed as the paid holiday. If the holiday should fall on a Sunday, the following Monday will be observed as the paid holiday. If two (2) holidays should fall on the same day, the union and the employer will meet and establish a mutually agreeable date(s) to observe the holiday(s), other than the date(s) the holiday(s) originally fall(s) on a date when school is in session, the union and employer shall meet and agree upon a compensatory day with pay in lieu of the holiday.

**Section 5** An employee required to work on a paid holiday shall be paid time and one-half for the time worked in addition to normal pay.

## **ARTICLE IX / VACATIONS**

**Section 1** All twelve (12) month employees shall be entitled to a paid vacation in accordance with the following schedule:

Upon completion of 1 year	--	1 week vacation
Upon completion of 2 years	--	2 weeks vacation
Upon completion of 5 years	--	3 weeks vacation
Upon completion of 10 years	--	4 weeks vacation

Vacation eligibility shall be established as follows: The initial one (1) week on the July 1<sup>st</sup> immediately succeeding one (1) year of employment. Thereafter, on the July 1<sup>st</sup> succeeding the employee's completion of the required years of service. Requests for vacation must be submitted to the Superintendent of Schools, or his designee, at least two (2) weeks in advance of taking such leave, whenever possible. Approval of such requests is subject to the operational needs of the District as determined by the Superintendent, or his designee.

**Section 2** When a holiday(s) falls within the vacation period of an employee, extra vacation time equal to the holiday(s) will be granted to the employee.

**Section 3** If an employee becomes ill while on vacation, the employee shall be allowed to use his/her accumulated sick leave and have his/her vacation leave credited with the number of sick leave days used, provided; however, that the employees informs his/her supervisor of the change and gives such supervisor a physician's statement of illness within two (2) working days of his/her return to work.

**Section 4** If death occurs in the immediate family of an employee, such employee shall be allowed to use his/her bereavement leave and have his/her vacation leave credited with the number of bereavement leave days used, provided however, that the employee informs their immediate supervisor of the change and states the name and relationship of the immediate family member who dies within two (2) working days of their return to work.

**Section 5** Upon death or retirement, the employee or their beneficiary shall be paid for all unused vacation days including those earned in the year in which one of the above events occur at the employee's then current rate of pay.



## **ARTICLE X / DEFINITION OF EMPLOYEES**

### **Definition of Status:**

- (A) **Regular 10 Month Employees:** One who is paid on either an hourly or salary basis and works at least thirty (30) hours per week consistently throughout the school year.
- (B) **Regular 11 Month Employees:** One who is paid on either an hourly or salary basis and works at least 30 hours per week, per school year, in addition to two weeks before and two weeks after the school year.
- (C) **Regular 12 Month Employees:** One who works twelve (12) months and forty (40) hours per week consistently throughout the year. (Including the night cleaners who work no less than thirty (30) hours per week.)
- (D) **Regular Trip Drivers:** One who is paid by the trip which consists of one and one-half (1 ½) hours and works a minimum of ten (10) trips per week.
- (E) **Bus Monitors:** One who is paid by the trip which consists of one and one-half (1 ½) hours and works a minimum of five (5) trips per week.

## **ARTICLE XI / PERSONAL BUSINESS LEAVE**

All regular ten (10) Month employees shall be granted three (3) personal days per year.

All regular twelve (12) Month employees shall be granted three (3) personal days per year.

All Trip Drivers shall be granted three (3) personal days per year.

All personal leave shall be requested at least 24 hours in advance. Personal leave may be used in no less than half-day units. Unused personal leave shall be accrued as sick leave. Unless extenuating circumstances exist, personal business leave shall not be used to extend a holiday or recess period. Personal business leave is to be used to conduct business which cannot be conducted outside of the employee's work day. It shall not be used for matters which can be scheduled outside of work hours.

## **ARTICLE XII / FAMILY LEAVE**

All regular (12) Month employees shall be granted five (5) leave days for illness in the family. Such leave shall not be deducted from personal sick days or other types of leave credit provided in this Agreement. Unused family leave shall be accrued as sick leave.

All regular ten (10) Month employees shall be granted three (3) leave days for illness in the family. Such leave shall not be deducted from personal sick days or other types of leave credit as provided in this Agreement. Unused family leave shall be accrued as sick leave.

All regular Trip Drivers will also be granted three (3) leave days for illness in the family. Such leave shall not be deducted from personal days or other types of leave credit as provided in this Agreement.

## **ARTICLE XIII / SICK LEAVE**

**Section 1** All regular twelve (12) Month employees shall be granted fifteen (15) sick leave days per year, accumulative to an unlimited number of days.

**Section 2** All regular ten (10) Month employees shall be granted ten (10) sick leave days per year, accumulative to an unlimited number of days.

**Section 3** Regular twelve (12) Month and ten (10) Month employees shall, during their first year of service, accrue sick leave at the rate of 1.25 days per month and one (1) day per month respectively. Thereafter, regular twelve (12) Month employees and ten (10) Month employees covered under this Section shall accrue sick leave at the rate of 15 days per year and 10 days per year respectively. Such days shall be added to each employee's accumulation at the beginning of each successive year of service, which is the District's present practice with regard to employees working for it prior to the execution of this Agreement. Accumulation for employees shall be an unlimited number of days for twelve (12) Month employees and an unlimited numbers of days for ten (10) Month employees with such accumulation beginning on the date of employment of an individual by the District.

## **ARTICLE XIV / HEALTH INSURANCE**

**Section 1** Employees may elect to join either the Empire Health Choice Matrix or Blue Cross Empire Health Choice PPO as such exists as of July 1, 2006 or any other Group Insurance Plan offered by the District.

## **ARTICLE XIV / HEALTH INSURANCE (CONTINUED)**

**Section 2** The Employer agrees that it shall not change and/or diminish health insurance benefits without negotiating such changes with CSEA. The Blue Cross Matrix One Health Plan will remain in effect for the life of the contract unless changed by mutual agreement. The parties agree to establish a committee comprised of two (2) District representatives appointed by the Superintendent and two (2) representatives appointed by the CSEA President and representatives of the Board of Education and WTA if they so desire. The task of this committee shall be to evaluate the present health insurance coverage and identify possible alternate carriers that may provide health insurance coverage comparable to that presently provided by the District, where such alternate coverage is at a lesser cost to the District. The committee shall then make recommendations. The Agreement may be amended by the District and CSEA if they agree to do so.

**Section 3** Employees shall contribute towards the cost of premium coverage of the health insurance plan for which they are eligible and in which they enroll (e.g. individual, two person, or family) pursuant to the following terms with such contribution being deducted from the Employee's pay.

- A. Employees who earn less than \$18,000 per year shall contribute as follows. Effective September 1, 2006, the amount of 1% of the cost of premium. Effective July 1, 2007, the amount of 2% of the cost of premium. Effective July 1, 2008, the amount of 3% of the cost of premium.
- B. Employees who earn \$18,000 or more per year shall contribute as follows. Effective September 1, 2006, the amount of 3% of the cost of premium. Effective July 1, 2007, the amount of 5% of the cost of premium. Effective July 1, 2008, the amount of 6% of the cost of premium.
- C. In any case where an Employee holds more than one position with the Employer and is eligible for health insurance, it is the Employee's combined annual income which shall determine the applicable percentage contribution.

**Section 4** The District agrees that continuing health insurance coverage for retirees and their spouses shall be maintained. Retirees shall contribute towards the premium cost of the insurance plan selected at the same percentage as they contributed as an active employee at the time of their retirement. Retirees can convert unused sick leave days above 235 at the rate of 15 days equal to one percent (1%) of the premium costs. In order to receive this retirement insurance benefit, the Employee must have been employed by the Employer for at least ten (10) years upon retirement.

## **ARTICLE XIV / HEALTH INSURANCE (CONTINUED)**

**Section 5** An employee who elects not to take health insurance coverage shall receive an annual \$1,200.00 incentive payment, with \$600.00 of the amount payable no later than December 30 of the current school year and the remaining \$600.00 payable no later than June 30 of that school year. Such election must be made in writing to the Business Administrator annually prior to July 1. Re-entry to the health insurance plan shall be permitted under the following conditions: any incentive amount paid by the District during any school year to the Employee shall be repaid on a pro-rated basis prior to re-entry into insurance for that school year; and, re-entry is subject to the administrative regulations of the insurance carrier.

**Section 6** Any Employee who is interested in enrolling in the Flex Plan (IRC 125) may do so.

**Section 7** Effective July 1, 2006, a unit member married to another unit member (i.e. married unit members) are only eligible for one family, one two person, or two individual health insurance plans. They may not take two family or two-person plans or a family or two-person plan and the buy-out. In the event married unit members elect health insurance coverage, the annual income of the unit member with greater income shall determine the applicable contribution percentage.

**Section 8** Effective September 1, 2006, or as soon thereafter as it may be implemented; the District shall provide individual dental insurance to the members of the unit. The plan shall be the CSEA-EBF's Sunrise Family Split Rate Dental Plan or a comparable plan if this plan is unavailable. Employees electing individual coverage shall contribute 10% towards the premium of such plan through payroll deduction. Employees who elect greater than individual coverage (i.e. two person or family) shall contribute the entire cost difference between individual and the selected plan in addition to the 10% contribution. In other words, the District's cost of providing such dental insurance shall not exceed 90% of the premium for an individual plan.

## **ARTICLE XV / CHILD CARE & PREGNANCY DISABILITY LEAVE**

**Section 1** An employee may be granted a leave of absence without pay for a period of not more than two (2) years.

**Section 2** A pregnant employee shall be allowed to perform the duties of her job as long as she is medically able.

**ARTICLE XV / CHILD CARE & PREGNANCY DISABILITY LEAVE**  
**(CONTINUED)**

**Section 3** A pregnant employee may use any or all leave (including sick) she has accumulated while on pregnancy disability leave.

**ARTICLE XVI / BEREAVEMENT LEAVE**

All employees shall receive four (4) days of paid leave in the event of a death in the immediate family. "Immediate Family" shall be defined as spouse, son, daughter, brother, sister, mother, father, grandparents of either the employee or the employee's spouse, uncle, aunt, mother-in-law, father-in-law, brother-in-law, and sister-in-law. Additional days may be granted as deemed necessary by the Superintendent of Schools.

**ARTICLE XVII / BUS DRIVERS**

**Section 1** The Head Mechanic shall notify all trip drivers as soon as possible when school is closed after the Superintendent of Schools makes that decision. On days when the opening of schools is questionable, it is the responsibility of the trip driver to call and check with the Head Mechanic about whether or not their services are required.

Regular Trip Drivers will receive the pay of one (1) trip for any snow day, when school has been cancelled by the Superintendent of Schools.

**Section 2(a)** When a regular trip driver is absent for the full day, a substitute driver will have that driver's trips for the day.

*Example:* If Driver B, a regular driver, is absent for the full day, a substitute will be called in to take their trips for the day – Morning, B.O.C.E.S., and Afternoon. If the substitute refuses the B.O.C.E.S. trip, a regular driver will take their trip.

**Section 2(b)** When a regular driver is unable to take an extra trip, but is available for the full day (or part of the full day), a regular trip driver will take their trip.

*Example 1:* Driver A, a regular driver, is able to take their Morning and Afternoon trips; however, they are unable to make their Day trip because they have another assignment, a regular trip driver will be assigned for that trip "as done in rotation."

*Example 2:* Driver C, a regular driver, makes their Morning trip; however they feel ill and go home, a regular trip driver will then take their Day trip and a substitute will take their Afternoon trip "as done in rotation."

## **ARTICLE XVII / BUS DRIVERS (CONTINUED)**

**Section 3** The District shall provide and pay in conformance with Article XIV, Section 2, the cost of the Blue Matrix One Plan or any other Group Insurance Plan offered by the District, for all trip drivers covered under this Agreement and their dependents and families.

**Section 4** In the event a detention run, late run or sports bus run is cancelled and the driver is not notified of the cancellation prior to reporting to work to commence their run, that driver will be granted one (1) hour of pay, or one (1) trip.

**Section 5** All assigned part-time bus drivers shall be entitled to three (3) personal days per year.

**Section 6** Trip Drivers who are required to "show up" shall receive the equivalent of the trip rate in the event that the run does not materialize.

**Section 7** When assignments require that students are transported "out of town", the Bus/Bus Driver shall remain at that location until such time that the students are to be transported back from that location, unless otherwise directed by the Superintendent or his designee. While waiting, the Bus Driver shall be allowed a meal period when appropriate.

**Section 8** Transportation Department Trip Policy: It is in the best interest of the Warrensburg Central School District to use qualified Bus Drivers each occasion pupils are transported. Our regular full-time and part-time trip drivers meet all necessary State and Federal Requirements, for transporting pupils in 16 passenger or more vehicles. This includes references, physicals, biennial behind the wheel road test, fingerprinting, State Education Department required courses and annual defensive driving reviews.

In such cases when the Golf Team, Wrestlers, All-State Music Competition, etc., exceed eight (8) students, a District school bus and school bus driver shall be assigned to that trip. Failure to assign a District school bus and school bus driver, will result with the consulting of a School Administrator.

Thus, Warrensburg Central School District will require employees, other than certified drivers, to obtain physicals and abstracts, in order to transport pupils. These trips will also be limited to eight (8) pupils, whenever possible. The Head Mechanic will notify the C.S.E.A. President. (Addendum from 1997-2002 Contract)

**Section 9(a)** Physical Examinations: The employer agrees to give annual physical examinations at the employer's cost. Article 19-A of the New York State Vehicle and Traffic Law.

## **ARTICLE XVII / BUS DRIVERS (CONTINUED)**

**Section 9(b)** If an employee fails the physicals as provided under Article 19-A, such employee shall have the following options: (1) Use their sick leave until the medical problem(s) is/are corrected, or (2) if they are employed in a dual title (I.e., Bus Driver/Mechanic), the employee shall be allowed to work in the portion of the title in which they have not been deemed to be unqualified on a full-time basis until such employee again qualifies to drive a school bus. The employee shall notify the employer of their decision as to which option they will use. The employer shall retain their salary as provided under the dual title if they select option (2) above.

**Section 9(c)** If the employee selects option (1) under subdivision (B) above, and their sick leave runs out, the Superintendent of Schools shall meet with the Union to discuss the medical problem(s) of the employee. If the medical problem(s) is correctable, the Superintendent of Schools shall allow the employee an unpaid leave of absence for up to one (1) year. The Superintendent of Schools may grant an extension of the leave beyond the one (1) year if extenuating circumstances warrant an extension.

**Section 10(a) Biennial Oral or Written Test and Road Test:** If an employee is unable to pass a biennial examination(s) the employer agrees to grant such employee a leave of absence, without loss of pay during the retaining period, if a retaining period is necessary, or during the period which the employee is waiting to take the re-examination (see Section 6.19(a) of the Regulations).

**Section 10(b) Biennial Oral or Written Test and Road Test:** If an employee is unable to pass a biennial examination(s) upon being re-examined and has encumbered a dual title the subdivision C-2 of Section 10 shall apply. If, however the employee holds only the title of Bus Driver, then the employee may be granted an unpaid leave of absence upon the approval of the Superintendent of Schools for a period of not more than one (1) year. During such period, the employee must pass the biennial examination(s).

**Section 10(c)** If a position within the District becomes available, for which the employee who is on an unpaid leave of absence as provided in Section 10 or 11 above, or who is deemed to be permanently disabled and therefore cannot drive a bus is qualified, the District shall offer the position to the affected employee. If the employee accepts the position and later qualifies to drive a bus, the employer shall immediately all the employee to resume their driving duties, if the employee makes a request to return to the position of bus driver.

## **ARTICLE XVIII / UNIFORM ALLOWANCE**

**Section 1** All custodian, maintenance, cleaner, trip drivers, bus driver/mechanic, and food service employees shall receive a uniform allowance of \$300.00 for the purchase of uniforms. Name tags and lettering that are required by the District shall be paid by the District and not made part of the uniform allowance of \$300.00.

**Section 2** If the employer wishes to designate the type and color of the uniform, a committee comprised of the Superintendent of Schools, Business Administrator, and two (2) representatives of the Association shall meet for the purpose of the selection of the type and color of the uniform to be worn.

## **ARTICLE XIX / SHIFT DIFFERENTIAL**

Any employee who works the 3 p.m. to 11:30 p.m. shift shall be paid an additional ten percent (10%) added to their normal rate. Any employee who works the 11:30 p.m. to 8 a.m. shift shall be paid an additional twenty percent (20%) added to their normal rate.

## **ARTICLE XX / RETIREMENT**

**Section 1** All eligible employees shall be entitled to enroll in the New York State Employees Retirement System Non-Contributory Plan known as 75i.

**Section 2** The District agrees to purchase the option for unused sick leave as additional service credit upon retirement, known as 41j, and Death Benefit Option, known as 60b.

**Section 3** Upon regular or disability retirement, an employee shall be paid at the rate of \$50.00 per day for all unpaid accumulated sick leave days. Effective September 1, 2006, payment shall be through the Employer non-elective contribution into an established 403(b) fund created by the Employer for the benefit of the retiring employees consistent with any applicable laws.

The parties shall execute a separate Memorandum of Agreement attached hereto to implement the 403(b) fund which shall become effective upon ratification and approval of this memorandum or as soon thereafter as may be implemented.

**Section 4** Teaching Assistants shall be entitled to enroll in the New York State Teachers Retirement System.



## **ARTICLE XXI / COMPENSATION**

**Section 1(a)** Effective July 1, 2006, all employees covered by this Agreement shall receive an increase of **four and one half percent (4.5%)**, such increase shall be added to each employees **2005-2006** salary, as well as **2005-2006** salary and hourly rate schedule.

**Section 1(b)** Effective July 1, 2007, all employees covered by this Agreement shall receive an increase of **four and one half percent (4.5%)**, such increase shall be added to each employees **2006-2007** salary, as well as **2006-2007** salary and hourly rate schedule.

**Section 1(c)** Effective July 1, 2008, all employees covered by this Agreement shall receive an increase of **four and one half percent (4.5%)**, such increase shall be added to each employees **2007-2008** salary, as well as **2007-2008** salary and hourly rate schedule.

**Section 1(d)** Effective July 1, 2009, all employees covered by this Agreement shall receive an increase of **four and one half percent (4.5%)**, such increase shall be added to each employees **2008-2009** salary, as well as **2008-2009** salary and hourly rate schedule.

**Section 1(e)** The above salary percentage increases shall only be applied to the incumbent teaching assistant assigned to the library for July 1, 2007 and July 1, 2009

**Section 2(a)** Any employee hired or promoted during the term of this Agreement shall receive the wage increase provided in Section 1 of this Article.

**Section 2(b)** In such event that an employee is required to be away from the District during their meal period, they shall be compensated for that meal.

**\* In allowance with the established past practice concerning meal allowances, lunches are set at \$5.00 and dinner at \$10.00.**

**Section 3** The C.S.E.A. Unit President shall be informed when an employee is brought into the Unit at a higher rate of pay than the starting rates set forth in Section 6. Such notice shall be in writing and provided to the Unit President by the Superintendent or his/her designee, within ten (10) work days of the appointment of such new employee by the Board of Education or new employee's first day of work, whichever occurs first. Such notice shall include the name of the employee, the rate of pay, job title, and date of employment commenced or will commence. Upon written request, a rationale will be provided to the Unit President. Such rationale by the Superintendent of Schools shall be final and binding.

**Section 4** No employee covered under this Agreement shall be paid less than the prevailing minimum wage as stipulated by the Fair Labor Standards Act.

## **ARTICLE XXI / COMPENSATION (CONTINUED)**

**Section 5**     **Teaching Assistants:** Teaching Assistants will be reimbursement for the cost of obtaining the New York State Assessment of Teaching Assistant Skills (NYSATAS).

**Section 6**     New starting rates for bargaining unit job titles:

<b><u>TITLE</u></b>	<b><u>RATE</u></b>
Bus Aide	\$20.00 / per trip
Trip Driver	\$25.00 / per trip
Cleaner	\$7.15 / hour
Deputy RMO / Clerk	\$8.00 / hour
Attendance Clerk	\$7.50 / hour
Driver / Mechanic	\$10.00 / hour
Food Service	\$7.15 / hour
Maintenance Worker	\$10.00 / hour
Groundskeeper	\$7.15 / hour
Senior Typist	\$8.00 / hour
Typist	\$7.50 / hour
Teacher Aide	\$7.15 / hour
Teaching Assistant	\$7.50 / hour
School Security Monitor	\$7.15 / hour
Print Room Aide	\$8.00 / hour
Distance Learning Attendant	\$7.15 / hour

**\* These starting rates to be increased by 4.5% effective July 1, 2007, July 1, 2008, and July 1, 2009.**

The District agrees to provide a one time only salary adjustment to the hourly rates of teaching assistants in the amount of sixty-five cents (.65) per hour effective September 1, 2006. This same one time rate adjustment shall also be made to the rates of pay for the high school attendance clerk and two school security monitors. This adjustment shall be made prior to the calculation of the percentage increase effective for 2006-2007. At the request of the Association, this adjustment shall not be made to the hourly rate of the incumbent teaching assistant assigned to the library.

## **ARTICLE XXI / COMPENSATION (CONTINUED)**

**Section 7** All Instructional Support Staff shall receive the same compensation as W.T.A. members for detention duties. Detention duties shall be assigned to all Instructional Support Staff at the Warrensburg Jr/Sr High School, grades 7<sup>th</sup>-12<sup>th</sup>, who are able to meet the requirement of that duty. Assignment shall be done on a weekly rotating basis as equitable and fair as possible.

**Section 8** Where as in there are not enough teachers, any future chaperoned events will be open, to all Instructional Support Staff.

**Section 9** All Instructional Support Staff who attain or have attained an Associates degree from an accredited college or university, **and teaching Assistants who have taken and passed the New York State Assessment of Teaching Assistant Skills (NYSATAS)** shall receive a four hundred dollar (\$400.00) stipend added to their normal salary.

**Section 10** All Instructional Support Staff who attain or have attained a Bachelors degree from an accredited college or university, shall receive a six hundred dollar (\$600.00) stipend added to their normal salary.

**Section 11** All Instructional Support Staff who attain or have attained a Masters degree from an accredited college or university, shall receive an eight hundred dollar (\$800.00) stipend added to their normal salary.

**Section 12** Any Mechanic or Cleaner required to work in replacement of the Head Mechanic / Cleaner shall receive the hourly rate of an additional one dollar (\$1.00) per hour. Daily increments will be received for the supervisor, when the supervisor is absent due to vacation, bereavement, personal, family and sick days.

**Section 13** Any Teaching Assistant who is required to work in the teacher's job category while the teacher is absent for one-half day or more because the teacher is involved in professional development, a parent/teacher conference, CSE meeting, conference, field trip, or absent from work shall be compensated at his/her current rate of pay plus the sum of fifteen dollars (\$15.00) for one-half day and \$30 for an entire day. Compensation shall only be reimbursed in one-half day assignment blocks of time.

**Section 14** A maximum of two employees assigned the duty of Kindergarten screening coordinators shall each receive an annual stipend of \$800.00.

**Section 15** An employee assigned the duty of compiling detention data and reports shall receive an annual stipend of \$500.00.

## **ARTICLE XXI / COMPENSATION (CONTINUED)**

**Section 16** An employee assigned the duty of High School Attendance Clerk which requires compiling and reporting K-12 attendance data for submission to SED shall receive an annual stipend of \$300.

**Section 17** Secretaries required to receive phone calls at home for coverage for absent employees/teachers and/or to arrange for substitutes shall be compensated for such work at their regular hourly rate of pay for one hour each day.

**Section 18** Effective September 1, 2006, any Employee assigned to supervisory duties (e.g. head night cleaner) shall have \$1.00 added to their regular hourly rate of pay for so long as they are assigned and actually perform such supervisory duties.

Given the change in starting salaries, the parties have also agreed to make the following individual adjustments prior to calculation of the percentage increase for 2006-2007:

Senior Typist Deborah Papenhausen to \$8.00 per hour

Cleaner Josh Ingram to \$7.58 per hour

Any Food Service Helper to \$7.15 per hour

## **ARTICLE XXII / LONGEVITY**

**Section 1** Longevity steps shall be established and payment shall be awarded at the beginning of the 5<sup>th</sup>, 10<sup>th</sup>, and 20<sup>th</sup> years of service. Such payment shall be effective at the beginning of the fiscal year, i.e., July 1<sup>st</sup> first preceding the employee's anniversary date, thereafter every five (5) years after that July 1 to grant 10<sup>th</sup>, 15<sup>th</sup>, and 20<sup>th</sup> year longevity steps. Longevity is applicable for Trip Drivers.

**Section 2** The longevity schedule following shall be effective July 1, 2006 (thus retroactive):

Beginning 5-9 years	\$0.70	added to present hourly rate
Beginning 10-14 years	\$0.90	added to present hourly rate
Beginning 15-19 years	\$1.00	added to present hourly rate
Beginning 20-24 years	\$1.20	added to present hourly rate
Beginning 25+ years	\$1.50	added to present hourly rate

## **ARTICLE XXIII / GRIEVANCES and GRIEVANCE PROCEDURE**

### **Section 1 Declaration of Purpose**

In order to establish and maintain harmonious and cooperative relationships between instructional support staff and non-teaching personnel, administrators and members of the Board of Education, which is essential to the operation of the schools, it is the purpose of this procedure to secure, at the lowest possible supervisory levels, equitable solutions to alleged grievances of employees designated in the bargaining unit through procedures under which they may present grievances free from coercion, restraint or reprisal.

### **Section 2 Definitions**

- A. A "grievance" shall be a violation of the terms and conditions of this Agreement. In addition, any actions involving discipline, demotion or discharge of an employee shall be grievable to the Board of Education.
- B. "Employee" shall mean Instructional Support Staff and non-teaching personnel covered by this Agreement as provided for under ARTICLE III /COLLECTIVE BARGAINING UNIT.
- C. "Employer" shall mean the Board of Education of the Warrensburg Central School District.
- D. "Association" shall mean the Warrensburg Central School District Unit of the Civil Service Employees Association, Inc.
- E. "Immediate Supervisor" shall mean the person on the next higher level of authority who normally assigns and supervises the employee's work, and to whom the employee is directly responsible.
- F. "Manager in Charge" shall mean the School Business Administrator who is responsible for exercising general supervision and authority over all instructional support staff and non-teaching personnel.
- G. "Administrator" shall mean any Administrator Officer responsible for exercising any degree of supervision or authority over instructional support staff and non-teaching personnel.
- H. "Superintendent of Schools" shall mean the Superintendent of the Warrensburg Central School District.

**ARTICLE XXIII / GRIEVANCES and GRIEVANCE PROCEDURE**  
**(CONTINUED)**

- I. “Days” shall mean all days other than Saturday, Sunday, Holidays, vacations and emergency school closing days, which shall be excluded in computing the number of days within action must be taken or notice (s) given within the terms of this procedure.
- J. “Line and Staff Relations” means the lines of authority and responsibility that shall prevail in the Warrensburg Central School District as defined and prescribed in the board of Education policy statement - “Line and Staff Relations”, Board of Education Policy Manual Code Reference: CD
- K. “Representative” means the President of the Warrensburg Unit of C.S.E.A., Inc., or his/her designee, except that no representative may be present from any employee’ organization other than the Warrensburg Unit of C.S.E.A., Inc.

**Section 3      Procedure**

**STEP ONE              Business Administrator**

- A. An employee who claims to have a grievance shall present the grievance in writing to the Business Administrator within thirty (30) calendar days after the employee knew, or should have known, the act or condition on which the alleged grievance is based. The written grievance shall set forth the specific nature and related facts of the grievance and the relief sought.
- B. Within five (5) days following receipt of the grievance, the Business Administrator shall hold a conference with the employee to obtain further information. The Business Administrator will then render a written decision on the grievance within five (5) days after the conference to the employee and Association.

**STEP TWO              Superintendent of Schools**

- A. If the employee initiating the grievance is not satisfied with the written decision at the completion of Step One and wishes to proceed further under this grievance procedure, the employee will, within five (5) days after receipt of such decision, submit a written appeal of the decision at Step One to the Superintendent of Schools, along with a copy of such decision.

**ARTICLE XXIII / GRIEVANCES and GRIEVANCE PROCEDURE**  
**(CONTINUED)**

- B. Within three (3) days after receipt of the appeal, the Superintendent of Schools will hold a conference with the employee initiating the grievance along with the immediate supervisor and the Manager in Charge.
- C. The Superintendent of Schools will render a decision in writing on the grievance within five (5) days following the conclusion of the conference, providing copies of such decision to the parties involved.

**STEP THREE**                      Board Of Education

- A. If the employee initiating the grievance is not satisfied with the written decision at the completion of Step Two and wishes to proceed further under this grievance procedure, the employee will, within five (5) days after receipt of such decision, file a written appeal with the President of the Board of Education. The official grievance record maintained by the Superintendent of Schools will be available for the use of the Board of Education.
- B. The Board of Education will review the grievance at the next scheduled Board Meeting, providing the appeal is received at least five (5) days before the Board Meeting. The Board of Education may hold a hearing with the parties involved to obtain further information on the grievance. If such hearing is held, it will be conducted in Executive session.
- C. The Board of Education will make a written decision on the grievance within ten (10) days following the Board Meeting at which the grievance has been reviewed, with copies to the parties involved.

**STEP FOUR**                      Arbitration

- A. After such a hearing, if the employee and/or the CSEA is not satisfied with the decision at Step Three, and the CSEA determines that the grievance is meritorious and that appealing is in the best interests of the school system, they may submit the grievance to arbitration within fifteen (15) days of the delivery of the decision. An Association Officer shall sign for said decision, which shall note the date of delivery.
- B. A request for a list of arbitrators will be made to the Public Employment Relations Board (PERB) by either party. The parties will then be bound by the rules and procedures of the Public Employment Relations Board.

**ARTICLE XXIII / GRIEVANCES and GRIEVANCE PROCEDURE**  
**(CONTINUED)**

- C. The selected arbitrator will hear the matter promptly and will issue his/her decision not later than thirty (30) calendar days from the date of the close of the hearing, or, if oral hearings have been waived, then from the date the final Statements and proofs are submitted to him/her. The arbitrator's decision will set forth his/her findings of fact, reasoning and conclusion.
- D. The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms and conditions of this agreement.
- E. The decision of the arbitrator shall be final and binding upon all parties.
- F. The costs for the services of the arbitration, including expenses, if any, will be borne equally by the Board of Education and the CSEA, Inc.

**Section 4                      General Considerations**

- A. All grievance discussions and conferences, except at the Board level, insofar as possible, may be conducted during the normal workday without unnecessary interruption of the work schedule or any other aspect of the total school program. Meetings involving the Board of Education will be held after regular school hours and at the Board's discretion within the established time requirements.
- B. The involvement of persons other than the designed parties involved in the grievance is to be carefully avoided during any Step in the Grievance Procedure. During the processing of grievances, all publicity concerning the proceedings will remain confidential with the parties involved unless such an issuance has prior written mutual consent of those parties.
- C. Since it is important to good relationships that grievances be processed as soon as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by written mutual agreement.



**ARTICLE XXIII / GRIEVANCES and GRIEVANCE PROCEDURE**  
**(CONTINUED)**

- D. Minutes and/or notes will be taken at all conferences or hearings if any are held and shall become a part of the official grievance record to be maintained by the Superintendent of Schools. The official grievance record shall be available for inspection and/or copying by the employee initiating the grievance and the Board of Education but shall not be deemed a public record. The cost of the official grievance record and copies will be borne equally by the Board of Education and the Warrensburg Central School District Unit of the CSEA, Inc.
- E. Any employee initiating a grievance shall comply with any request or directive of their superiors until such request or directive is determined in writing to be a legitimate grievance and adjustments have been made to resolve the grievance.
- F. The Association shall have the right to submit the grievances on its own behalf.

**ARTICLE XXIV / POSTING**

- Section 1      The Business Administrator agrees that any instructional support staff and non-instructional openings that occur within the District that are new jobs or vacancies shall be posted at the same time that a general solicitation of candidates is made. The Employer will post all job vacancies on its official bulletin board and all CSEA bulletin boards. Such posting shall include the title of the position, minimum qualifications, anticipated salary range, and an application deadline of at least two (2) weeks. It is understood that information gathered during the application/interview process for a position with unique qualifications may require a change in the salary for the position. In such an event, the Unit President will be notified prior to any decision and, upon request may meet with the Superintendent or his/her designee, to discuss the matter. During July and August the District shall also send a copy of the posting to the Unit President, Vice President, and Secretary at the time of posting.
- Section 2      For any part-time employment that occurs while school is not in session, preference shall be given to present qualified personnel. This is applicable for 10 month employees only.

## **ARTICLE XXIV / POSTING (CONTINUED)**

- Section 3** In filling a job vacancy, the Employer acknowledges that it is its intent, as far as practical, to promote and/or transfer from within. The Employer shall consider an applicant's seniority, as well as his/her ability to perform the job. When in the opinion of the Employer, there are two (2) applicants of equal ability, the applicant with the most seniority shall be appointed to the position.
- Section 4** The District shall allow bulletin boards for the purpose of posting bulletins, notices and material issued by CSEA, which shall be signed by the designated official of CSEA or its appropriate local. No such material shall be posted which is profane, obscene or defamatory to the District or its representatives.

## **ARTICLE XXV / SENIORITY, LAY-OFF, BUMPING AND RECALL**

### **Section 1 Definitions of Seniority**

"Seniority" shall be defined as the length of continuous service with the Employer from the date of hire of the employee.

"Title Seniority" shall be defined as the length of continuous service of an employee since entry of such employee into the title.

"Departmental Seniority" shall be defined as the length of continuous service of an employee since entry of such employee into the department.

### **Section 2 Lay-off, Bumping and Recall**

For the purposes of lay-off of non-competitive, labor class employees, the employee(s) with the least title seniority shall be first to be laid off until the total number of employees required to decrease forces shall be established. Having exhausted their seniority in their current title, the laid off employee shall exercise their departmental seniority than the bumping employee. Recalls shall be in the inverse order of lay-off. The Employer shall notify the employee of their recall by registered mail with return receipt requested at the employee's last known address. Such recall notification must be acknowledged by the employee within seven (7) working days of receipt by registered mail with return receipt requested; advising the Employer of their acceptance of the job, employee's address and telephone number.

**Section 3** As used in the previous section, continuous service shall include those periods of time when an employee is on the Employer's payroll.

**ARTICLE XXV / SENIORITY, LAY-OFF, BUMPING AND RECALL**  
**(CONTINUED)**

**Section 4** Subject to applicable provisions of the Civil Service Law, if any, an employee loses their seniority when one of the following occurs – they resign (unless they are reinstated within the period permitted by any provision of the Civil Service Law applicable to them); they are discharged; they retire or they refuse a recall.

**Section 5** All competitive employees shall be governed under the appropriate provisions of the Civil Service Law as it pertains to lay-off, bumping and recall.

**Section 6** The Employer shall provide the Union with lists containing title, departmental and district-wide seniority of each employee within sixty (60) days of the execution of this Agreement. If there is any dispute concerning the seniority dates of employees, the parties to this Agreement shall consult with each other in order to work out a satisfactory resolution within fifteen (15) days of the dispute arising. Barring resolution of this dispute within fifteen (15) days of the meeting, there shall be no further duty of either party to consult with the other.

**ARTICLE XXVI / DISCIPLINE**

The District agrees to provide the protections of Civil Service Law Section 75 to any labor class employee who has completed five years of continuous full-time employment with the District.

**ARTICLE XXVII / PERSONNEL FILE**

**Section 1** Employees have the right to inspect their official personnel file (except pre-employment application material) upon reasonable notice to the Superintendent of Schools, or his representative. The District and Employee may have a Union representative of their own choosing present during this review.

**Section 2** No material pertaining to an Employee shall be placed in his/her file unless the Employee has first been afforded an opportunity to review the material. The Employee shall acknowledge the opportunity to review the material by affixing his/her signature to the file copy, with the express understanding that the Employee's signature only indicates that the Employee has seen the material, not that the Employee agrees with the contents thereof.

## **ARTICLE XXVII / PERSONNEL FILE (CONTINUED)**

**Section 3** An Employee has the right to submit a written response related to any material included in his/her personnel file and to have such response attached to the file material. Such response will be done within thirty (30) days and will be signed, dated, and submitted to the Superintendent who will attach it to the material involved.

## **ARTICLE XXVIII / SAVINGS DEDUCTION**

Upon written authorization by an employee, the Employer shall deduct an amount specified by said employee from their paycheck and deposit the same amount in the employee's account at the Tri-County Teachers Credit Union.

In addition, upon written authorization by an employee, the District, in accordance with applicable laws, shall deduct from the Employee's paycheck, each pay period, an amount specified by said Employee and deposit said amount into the Employee's 403(b) account each pay period so long as the account bills the District twice per month or bi-weekly. The District will request whether such accounts will bill twice per month or bi-weekly.

## **ARTICLE XXIX / STAFFING**

The Superintendent of Schools agrees to discuss with the C.S.E.A. President any proposed reductions in staffing prior implementation of said reduction.

## **ARTICLE XXX / EVALUATIONS**

**Section 1** The District shall have the right to conduct evaluations of employees.

**Section 2** Formal annual evaluations shall be performed using the form attached hereto as Appendix "B". The Superintendent of Schools and President of the Association agree to meet to discuss developing new evaluation forms for certain titles.

**Section 3** The use of the attached formal evaluation form shall not preclude the District and supervisors from conducting more frequent informal evaluations and counseling concerning an employee's work performance.

## **ARTICLE XXX / EVALUATIONS (CONTINUED)**

**Section 4** After a supervisor completes an evaluation; the supervisor conducting the evaluation shall afford the employee an opportunity to meet with the supervisor to discuss the evaluation within two (2) work days of providing the evaluation. A copy of the evaluation shall be provided to the employee. The employee shall sign the evaluation at such meeting solely as an acknowledgement of receipt of a copy of the evaluation.

**Section 5** An employee may provide a written response to an evaluation within two (2) weeks of receiving a copy of the evaluation. Any such response shall be attached to the evaluation; which is placed in the employee's personnel file. In such case where the employee contends that the evaluation is substantially inaccurate such claims shall be subject to Article XXIII / Grievances / Grievance Procedure

**ARTICLE XXXI / DURATION**

This Agreement shall be effective July 1, 2006 through June 30, 2010, and all terms and conditions of this Agreement shall be retroactive to July 1, 2006. If the parties to this Agreement have not executed a new Agreement by expiration date of the present Agreement, then the present Agreement shall remain in full force and effect until the parties execute a new Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials and affixed their corporate signatures / seal this 10th day of July, 2007.

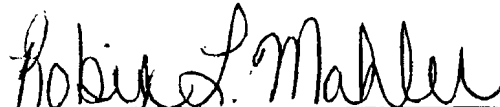
**FOR THE WARRENSBURG  
CENTRAL SCHOOL DISTRICT**


  
\_\_\_\_\_  
**SUPERINTENDENT OF SCHOOLS**

  
\_\_\_\_\_  
**BUSINESS ADMINISTRATOR**

  
\_\_\_\_\_  
**SCHOOL BOARD OF EDUCATION**

**FOR THE CIVIL SERVICE  
EMPLOYEES ASSOCIATION,  
INC, WARRENSBURG C.S.D  
UNIT OF THE WARREN  
COUNTY LOCAL #857**

  
\_\_\_\_\_  
**C.S.E.A. UNIT PRESIDENT**

  
\_\_\_\_\_  
**CSEA LABOR RELATIONS  
SPECIALIST**

## APPENDIX B

### WARRENSBURG CENTRAL SCHOOL DISTRICT

#### ANNUAL EVALUATION

##### Instructions

Utilizing the “**GUIDELINES FOR PERFORMANCE EVALUATION**” below, rate the employee from 1-5 and enter your rating next to each of the factors listed on the following page. Then enter any additional comments on the space provided.

#### **GUIDELINES FOR PERFORMANCE EVALUATION**

**Outstanding** – *Consistently Exceeds All Goals and Objectives.* To be classified as Outstanding an employee should be performing all job functions in an exceptional fashion, and this would certainly include all major facets of his/her job. Such weakness as he/she does display should either be very minor or be in areas having little bearing on job accomplishment.

**Above Expectation** – *Meets All Goals and Objectives and in Most Cases Exceeds Them.* A rating in this category indicates that an employee is discharging most of his/her responsibilities in a very capable fashion, most of them even in an outstanding manner. However, he/she may have either some minor detracting weakness, or his/her overall level of performance, while consistent, is not sufficiently high to justify an outstanding rating.

**Satisfactory** – *Meets All Goals and Objectives and Occasionally Exceeds Them.* This category denotes the average employee who works effectively, but does not distinguish through his/her performance. He/she is the individual who will meet or slightly exceed whatever standards are established as norms for the group.

**Below Expectation** – *Often Fails to Meet Goals and Objectives.* This is an employee whose job performance is slightly below an acceptable standard. The rating further indicates there is a reasonable probability that such deficiencies can be corrected and a better performance rating obtained in the future. It is generally customary for the supervisor to outline a program of improvement.

**Unsatisfactory** – *Performance Poor.* This rating is below standard.

## APPENDIX B

### WARRENSBURG CENTRAL SCHOOL DISTRICT ANNUAL EVALUATION

NAME OF EMPLOYEE \_\_\_\_\_ RATING CODES – SEE ATTACHED

CIVIL SERVICE TITLE \_\_\_\_\_ LOCATION \_\_\_\_\_

#### JOB SKILLS

#### COMMENTS

- |    |  |       |       |
|----|--|-------|-------|
| 1. | Thorough understanding of all facets of job.               | _____ | _____ |
| 2. | Proficient in area of specialization                       | _____ | _____ |
| 3. | Assigned work is accurate and complete in a timely manner. | _____ | _____ |
| 4. | Can work independently and handle new situations.          | _____ | _____ |

#### PERSONAL SKILLS

- |    |  |       |       |
|----|--|-------|-------|
| 1. | Abides by rules and regulations            | _____ | _____ |
| 2. | Works well with others                     | _____ | _____ |
| 3. | Continues to work in absence of Supervisor | _____ | _____ |
| 4. | Initiates / suggests improvements.         | _____ | _____ |
| 5. | Does needed jobs without being asked.      | _____ | _____ |

Employee has completed \_\_\_\_\_ hours of Professional Development.

#### ATTENDANCE

A review of your attendance for this year indicates that you have been absent \_\_\_\_ days, and tardy \_\_\_\_ days.

Satisfactory \_\_\_\_\_ Not Satisfactory \_\_\_\_\_  
(If attendance is unsatisfactory, please comment below.)

**ADDITIONAL COMMENTS** (If additional space is needed please attach separate sheet.)

Specific Strengths:

Specific Weaknesses:

Suggestions for Improvement:

Ways in which evaluator has helped or plans to assist employee:

SIGNATURE OF EVALUATOR \_\_\_\_\_ DATE \_\_\_\_\_



**APPENDIX B**

**WARRENSBURG CENTRAL SCHOOL DISTRICT  
ANNUAL EVALUATION**

EMPLOYEE RESPONSE (If additional space is needed, please attach separate sheet.)

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SIGNATURE OF EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

THE SIGNATURE OF THE EMPLOYEE ACKNOWLEDGES RECEIPT OF A COPY OF THE EVALUATION, BUT DOES NOT NECESSARILY INDICATE AGREEMENT WITH THE EVALUATION.

A VERBAL DISCUSSION BETWEEN THE EMPLOYEE AND EVALUATOR TO REVIEW THIS EVALUATION WILL BE APPROVED.

EMPLOYEE HAS TWO WEEKS AFTER RECEIPT OF WRITTEN EVALUATION TO RESPOND.

Original - Personnel Folder  
Copy - School Records  
Copy - Employee